

# INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

## 2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

**FOR:**

**Brainfuse**

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
<b>Tutor Qualifications</b>	Unsatisfactory	<b>Lesson matches original description</b>	Satisfactory	<b>Criminal Background Checks</b>	Non-Compliance
<b>Recruiting Materials</b>	Satisfactory	<b>Instruction is clear</b>	Satisfactory	<b>Health/safety laws &amp; regulations</b>	<i>Not applicable Online Provider</i>
<b>Academic Program</b>	Satisfactory	<b>Time on task is appropriate</b>	Satisfactory	<b>Financial viability</b>	In Compliance
<b>Progress Reporting</b>	Unsatisfactory	<b>Instructor is appropriately knowledgeable</b>	Satisfactory		
		<b>Student/instructor ratio: 1:1</b>	Satisfactory		

### ACTION NEEDED: NONE

Provider submitted corrective action plan 1) describing how Brainfuse will ensure for all future tutors that *current* background checks are conducted prior to tutors working with children and 2) describing how Brainfuse will ensure in the future that all SES tutors meet tutor qualifications.

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER:** Brainfuse  
**REVIEWER:** ST

**DATE DOCUMENTATION RECEIVED:** 4/27/07

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	<b>ONE</b> of the following: -Tutor resumes/applications ( <u>all tutors</u> )  <i>In addition to:</i> <b>ONE</b> of the following: -Tutor evaluations ( <u>all tutors</u> ) -Recruiting policy for tutors ( <u>one copy</u> ) -Sample tutor contract ( <u>one copy</u> )	-Tutor resumes -Tutor policy		<b>X</b>	Although most tutors meet qualifications described in provider application, one tutor did not meet provider's tutor qualifications. Tutor qualifications described in Tutor Policy manual match original application.
Recruiting materials	<b>TWO</b> of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Incentive policy -Parent program description	<b>X</b>		Incentive policy is in line with Indiana Department of Education's policy. Program description for parents matches observed lesson and provider's original application.
Academic Program	<b>ONE</b> of the following: -Lesson plan(s) for one class in all subjects offered  <i>In addition to:</i> <b>ONE</b> of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Lessons in math and reading -Description of connection to IN academic standards	<b>X</b>		Lessons match observed lessons and are in line with provider application. Lessons connect to Indiana academic standards.
	<b>TWO</b> of the following:	-Progress reporting timeline		<b>X</b>	Timeline is in line with provider application. Progress reports are not uniform as some include less information

Progress Reporting	-Sample progress report -Timeline for sending progress reports -Documentation of reports sent	-Progress reports			and details than others. In addition, not all progress reports include tutor comments or attendance information as described in provider's original application.
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### On-site Monitoring Rubric OBSERVATION Components

**NAME OF PROVIDER:** Brainfuse

**DATE:** April 19, 2007

**SITE:** Reviewer observed online tutoring session as it occurred

**REVIEWER:** ST

**TUTOR'S INITIALS (ALL TUTORS OBSERVED):** L.L.

**TIME OF OBSERVATION:** 5:30pm

**NUMBER OF LESSONS OBSERVED:** 1

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Tutor and student read a story online together about Michael Jordan. The online lesson also included periodic reading comprehension questions for the student about selections from the reading passage. In addition, the tutor asked (typed) follow-up questions to check for the student's deeper understanding of the reading content. The student was encouraged to type a response to questions posed by the tutor or circle or underline his response to the computer generated reading comprehension questions.  Observed lesson matches original description in provider application.
Instruction is clear	X		Tutor provided clarification on sections of the reading selection that appeared (due to the delay in the students response) more difficult for the student to comprehend and also found multiple ways to explain the directions or a concept when the student did not understand the information initially.
Time on task is appropriate	X		Student appeared to be on task during lesson as noted by his active participation in typing responses or circling or underlining text as requested. If there were long delays in responses, the tutor asked the student if he needed assistance or checked to make sure the student was still on task and following along.
Instructor is appropriately knowledgeable	X		Tutor appeared knowledgeable about Brainfuse's curriculum. Tutor effectively engaged student throughout the lesson by providing (typing) positive feedback and sharing (typing) encouraging words when the student answered correctly or demonstrated he was on the right path. When the student selected the wrong answer or typed an incorrect response, the tutor worked with the student to make sure he understood what he was being asked and then reviewed the definitions of terms in the text or question that the student did not appear to initially understand. For example, one question

			asked the student to select the appropriate decade in which an event occurred. The student selected the wrong answer so the tutor reviewed the definition of a decade with the student and then encouraged the student to make another selection that would be appropriate based on his new understanding of the word “decade”.
Student/instructor ratio: <u>1:1</u>	<b>X</b>		Application describes ratio as 1:1. Ratio observed matched description in original application.

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER:** Brainfuse  
**REVIEWER:** ST

**DATE DOCUMENTATION RECEIVED:** 4/27/07

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following:  -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks Although criminal background checks were submitted, some background checks were not current. <i>Please submit additional background checks</i>		<b>X</b>
Health and safety laws and regulations	<b>ONE</b> of the following: -Student release policy(ies)  <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	Not applicable (online provider)	n/a	n/a
	<b>TWO</b> of the following:	-Business license/Certificate of Incorporation	<b>X</b>	

Financial viability	-Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	-Tax returns for FY 2004 & 2005		
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